

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE					
<i>This is to notify you of the following action affecting your employment:</i>									
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY						
FROM		TO							
		8. POSITION TITLE							
		9. SERVICE, SERIES, GRADE, SALARY							
		10. ORGANIZATIONAL DESIGNATIONS							
		11. HEADQUARTERS							
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPT'L	<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL							
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION							
NONE	WWII	OTHER	5-PT.	10-POINT	NEW	VICE	I. A.	REAL.	
				DISAB. OTHER					
15. SEX	16. RACE	17. APPROPRIATION		18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)		19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		20. LEGAL RESIDENCE	
		FROM: TO:						<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:	
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.									
ENTRANCE PERFORMANCE RATING:									
22. SIGNATURE OR OTHER AUTHENTICATION									